


Standard Operating Procedures (SOPs) for:		
<b>Storm Drain Collection System Maintenance, Repair, and Waste Disposal</b>		
		Revised September 1, 2009
Purpose of SOP:	Stormwater pollution prevention procedures for the maintenance of storm drain systems and disposal of the wastes produced from the activity.	
Location of SOP:	(Indicate where SOP is kept – electronic or hard copy.)	
Administrator of SOP:	(Indicate who reviews and updates SOPs.)	

### Prerequisites

1. Employees should attend PACE's general stormwater pollution prevention training. Contact PACE at 303-786-PACE.
2. Employees performing the procedures in this SOP should refer to the materials in the *References and Related Procedures* section of this SOP.

### Stormwater Protection Equipment and Materials

1. Storm drain maintenance schedule
2. Storm drain system map
3. Vactor truck

### Standard Operating Procedures

#### 1. Stormwater System Inspection and Maintenance

- Stormwater system should be inspected for structural integrity and evidence of illicit discharge and maintained according to an established schedule (\_\_\_\_\_'s/year) including inlets, lines, manholes, ditches, detention ponds and permanent BMP's. (*See Recordkeeping section.*)
- Report any areas needing attention and schedule repairs ASAP.
- Keep records of "hot spot" areas here or note where information is stored: \_\_\_\_\_
  1. Where are they located? \_\_\_\_\_
  2. How often are storm drain inlets cleaned or maintained? \_\_\_\_\_ x's/ \_\_\_\_\_ (year).
  3. Time of year: \_\_\_\_\_
- Inspections should be used to help determine cleaning schedule for stormwater systems (ex. runs prone to fast sediment accumulation, confirmed contamination).
- Stormwater system should be cleaned according to an established schedule, including detention ponds and permanent BMPs. This schedule is located: \_\_\_\_\_.
- Ensure water from jetting and flushing inlets and lines is not discharged into the storm system. Use a Vactor truck to vacuum up flush water downstream while jetting and flushing inlets and lines.

#### 2. Reporting

- Report any suspected illegal connections or dumping to the municipal stormwater coordinator: \_\_\_\_\_ at: (303)\_\_\_\_\_ (See [http:// www.KeepItCleanPartnership.org](http://www.KeepItCleanPartnership.org) for list of stormwater coordinators.)

#### 3. Decanting Wastewater from Vac Trucks

- Always decant Vac trucks into the sanitary sewer.
- Decant areas are located at: \_\_\_\_\_

#### 4. Debris Storage Areas and Disposal

- Dispose of debris at the designated, temporary, storage area.
- The temporary storage area is located at: \_\_\_\_\_

- Always inspect and maintain the temporary storage area. Check area for run-on or run-off or debris scattering.
- Debris should be removed and taken to the permanent disposal site regularly.  
How often is debris disposed of? \_\_\_\_\_x's/ week \_\_\_\_\_x's/month other \_\_\_\_\_
- The permanent disposal site is at: \_\_\_\_\_
- If debris is contaminated, it should be tested to determine the proper disposal method.  
Contact \_\_\_\_\_ at the City of \_\_\_\_\_ for hazardous waste testing and disposal.

#### 5. Ditches and Detention Ponds

- Inspect ditches for signs of erosion while mowing drainage ditches.
- Track ditches prone to erosion and set maintenance schedule accordingly.
- Do not apply pesticides or fertilizers in drainage ditches, on roadways or curbs.
- Do not disturb waterways, wetlands or sensitive wildlife habitat with out permits from Army Corps of Engineers (if applicable).

#### Contracts & Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution.

#### Employee Training

- All applicable employees should be trained in stormwater pollution prevention; including how to recognize and report illegal connections or discharges.

#### Record Keeping and Documentation

1. Keep a written Storm Drain System Inspection and Maintenance Schedule. This is recorded in: \_\_\_\_\_.
2. Keep a list of all employees trained in the facility's Stormwater Pollution Prevention binder (or other location: \_\_\_\_\_). This is also recorded in PACE's Training List.
3. Debris removal totals are kept at: \_\_\_\_\_.
4. The inventory of hot spot areas where contamination has been confirmed and require frequent inspections is recorded in \_\_\_\_\_.
3. Records of any testing done on debris removed from catch basins is located \_\_\_\_\_.

#### References and Related Procedures

1. Individual municipality's scheduling and routing schedule

PACE Government Operations website: <http://www.bouldercolorado.gov/www/pace/government/index.html>

2. PACE BMP: *Storm Drain System Maintenance*
3. PACE BMP: *Dewatering of Secondary Containment Structures*
4. PACE BMP: *Illicit Discharge Reporting*
5. PACE BMP: *Outdoor Materials Storage*
6. PACE BMP: *Contractor and Lease Language*
7. PACE BMP: *Vehicle and Equipment Fueling*
8. PACE BMP: *Vehicle Maintenance & Storage*
9. PACE BMP: *Vehicle Washing*
10. PACE SOP: *Parking Lot Maintenance*
11. PACE SOP: *Spill Prevention, Clean Up, and Reporting*
12. PACE Resource Sheet: *Storm Drain Maintenance*